**Letter to Clients Advising of Lawyer’s Retirement - Law Firm Continuing**

(Date)

Re: [*Name of Case*]

Dear [*Name of Client*]:

After \_\_\_\_\_ years of practice, I am retiring from the practice of law. After [*date*], I will no longer accept new legal matters. It has been my pleasure working with you beside my colleagues at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*name of firm*] for these many years.

[OPTIONAL]

I am pleased to announce that the law firm will continue to operate as [*firm name*] with my partner/associate as the managing partner. I hope that you will think of using [*lawyer name* or *firm name*] if you need legal assistance in the future.

If I am currently representing you in a matter, [*I intend to conclude your representation before my retirement* ***OR*** *my successor attorney, Mr./Ms. \_\_\_\_\_\_\_, is willing to take my place as your attorney*. *If you do not wish Mr./Ms. \_\_\_\_\_\_\_ to represent you, you also have the option of selecting a new attorney elsewhere. We will work with you to ensure a smooth transition to a new attorney.*]

Within the next several weeks, I will be providing you with a full explanation of the funds in your trust account and any fees that you currently owe.

It has been my policy to return all personal items from files to clients and to keep a copy of the client file for a period of [state number of years per your policy]. [*Firm name*] will continue to store my copy of your closed file for \_\_\_\_\_ years. After that time, [the firm] will destroy my copy of your file. If this is not acceptable, you must let me know by [*set a date – at least 30 days*] that you do not want me to follow the usual procedure with your file.

Please contact me if you have any questions. Thank you again for allowing me to represent you in your legal matters.

Sincerely,

[Attorney]

[Firm]